

Most Commonly Used Codes						
Time Reporting Code	Reduces From REG	Time Reporting Code Description	Time Reporting Code Definition/Explanation	Earnings Code	Earnings Code Description	Object Code Rule 29
BLD	Yes	Blood Donation	Paid - use when employee donates blood	BLD	Red Cross Blood Donation	A01-A05
BRL	Yes	Bereavement Leave	Use for purposes of bereavement as specified under contract terms/conditions	BRL	Bereavement Leave	A01-A05
CIH	Yes	Comp Time In-Lieu of HLN	Comp time used for working a previous holiday	CMU	Comp Time Taken	A01-A05
CMT	Yes	Comp Time Used (Decrease Balance)	Comp time used as a result of previously worked overtime	CMU	Comp Time Taken	A01-A05
COM	No	Comp Time Earned UP	Earned Comp time that is added to comp leave balance	COM	Comp Time Earned	A01-A05
FAM	Yes	Medical Leave UP	Unpaid Medical Leave for spouse, child, parent or self - serious health condition up to 52 weeks, in accordance with FMLA	FAM	FMLA Family Leave - Unpaid	Not in PCRS
HLN	No	Holiday Pay Normal	Paid - Regular holiday pay	HLN	Holiday Pay Normal	A01-A05, C09
JDP	Yes	Jury Duty - PD	Paid jury duty	JDP	Jury Duty PD	A01-A05
MUM	Yes	Maternity/Adopt Lv Wk3-8 UP	Unpaid Maternity/Adoptive Leave weeks 3-8. Weeks 1-2 posted to REGM	MUM	Maternity Leave - Unpaid	Not in PCRS
NOP	Yes	Not On Payroll	Unpaid - off payroll	NOP	Not on payroll - Unpaid	Not in PCRS
PER	Yes	Personal Leave - PD	Paid personal leave	PER	Personal Leave - Paid	A01-A05
PRI	Yes	Preg Rltd illness(1Wk)/Red Sk	Paid sick leave for pregnancy related illness	PRI	Pregnancy Related Illness	A01-A05
REG	No	Regular Time	Regular Pay	REG	Regular Pay	A01-A05, C09
REGM	Yes	Maternity Adopt Lv Wk1-2 PD	Paid Maternity/Adoptive Leave weeks 1-2	RGO	Regular - Other	A01-A05
SIC	Yes	Sick Leave Paid	Paid Sick Leave	SIC	Sick Time Paid Normal	A01-A05
SIF	Yes	Sick In Family	Paid sick leave for family illness up to 60 days	SIC	Sick Time Paid Normal	A01-A05
VAC	Yes	Vacation Leave PD	Paid - vacation	VAC	Vacation Leave - paid	A01-A05
Additional Codes						
APP	Yes	Appeals Hearing	Paid - Use when employee is on paid leave to attend an appeals hearing	RGO	Regular - Other	A01-A05
ATD	Yes	Annual Tour Of Duty	Paid - Annual paid military leave	ATD	Annual Tour of Duty	A01-A05
AVF	Yes	Attend Vet Funeral	Paid - Attending as a Military representative at a Veteran's funeral (only confidentials)	RGO	Regular - Other	A01-A05
BNS	No	One Time Bonus	Use for lump sum bonus	BNS	One Time Bonus	A14
CA-	No	Comp Time Adjustment (Decrease)	Use to decrease compensatory time leave balances	CA-	Comp Time Adj (Decrease)	A01-A05
CA+	Yes	Comp Time Adjustment (Increase)	Use to increase comp time leave balances	COM	Comp Time Earned	A01-A05

**For a complete list of All Time Reporting Codes and Earnings Codes please contact Dan Miguel at 617-973-2339.**